

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 16, 2016
CC: All Departments



Town Administrator: This past week's activities included preparation for the CIPC meeting on Thursday. On Wednesday and Thursday I attended the annual Primex Risk Management conference returning for the regular Select Board meeting on Thursday evening. The annual States Landing Beach and Park spruce up and update presentation took place from 9 a.m. until noon on Saturday May 14th. A fairly small crowd raked and disposed of several trailer loads of leaves and debris from the beach area and park. The Select Board provided an excellent lunch of burgers and dogs on the grill and an update on the project was provided. Thanks to all who assisted. This week, training is scheduled for maintaining the new and improved Town website, the annual inspection of Town owned historic buildings, a Joint Loss Management Committee meeting and the annual surplus property sale viewing on Saturday at the DPW garage. I will be in Concord on Friday for a managers' meeting and training. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Drainage work was completed this week and includes: Ditching and stone check dams on Ossipee Mountain, Bodge Hill and Randall Roads, water diverted away from a driveway on Bodge Hill, and leaves cleared from ditches around Town. Grading was done on Red Hill, Sibley, Ferry and Cottage Roads. Sanders were removed and washed from trucks 5 and 15, and truck 7 was picked up from repairs at Liberty International. Gravel pile maintenance was done and glass was hauled from the WMF to the Wakefield Transfer Station. Flags were prepped and hung on Route 25. Supplies were delivered to the States Landing beach for the Green-up/Clean-up. Stop bars were painted around Town. A burial was prepared at Holland Hill Cemetery. We sold 2 loads of wood chips this week. Agent Kinmond was in contact with the intersection contractor regarding the project progress/delays, and worked on obtaining quotes for a 1-ton 4x4 DRW flatbed dump with a plow.

Facility & Grounds Division: Regular building checks, recyclables, trash and custodial maintenance was performed at all buildings. All old exercise equipment was removed from the PSB. Mowing and trimming was done at the Lions Club. The Playground was mowed, trimmed, trash removed and a tire swing was repaired.

WMF Division: This week they shipped out 2 C&D containers, and 1 MSW. With the start of single stream recycling we will be putting glass into the recycling and DPW will do the last haul

to Wakefield for recycling. Supervisor Filpula worked on getting quotes for the annual brush grinding. The crew assisted with training residents on the single stream recycling process.

Moultonborough Police Department: The Moultonborough Police Department recorded 499 log entries, which included the following calls for service, 57 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 4 complaints, 1 MV Accident, 4 MV Complaints, 10 residential alarms, 1 commercial alarm and 5 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 266 calls for emergency service. For the period of 5/6/2016 to 5/12/2016 there were 9 calls for service: (6) Medical Emergencies, (1) Motor Vehicle Accident, and (2) Good Intent Calls. Moultonborough received automatic aid from Center Harbor on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:10 minutes

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:00 min.

Overall Average Day Time Manpower per incident: 2 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:20 minutes

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

Operations: 5/12: Department meeting, 4 Fire permits issued, 1 Request for information, 1 Occupancy inspection, 2 Temporary Use Permit applications reviewed.

Office of Development Services Planning:

Code & Health Officer: This past month I have issued 22 building permits, 33 subcontractor permits, approved 10 septic designs and 6 amended designs for submission to the State, and approved 2 sign permits. I have 15 building permit applications waiting to be picked up along with 3 sign permits. I have received 3 complaints that I am working on, 1 being a failed septic system. I am planning to take a week off in June once I can coordinate with Ken Balance to cover for inspections. This month starts the monthly water testing for the Playground and twice a year testing for the Lions Club.

Human Services: Nothing to report this week.

Recreation Department: The States Landing Clean up Green up day was held this past Saturday. We had a smaller turnout (20) than in previous years, but much work was accomplished and the beach and surrounding area is looking almost ready for summer. Many thanks are extended to the volunteers and to Town employees and officials who came to volunteer and “say a few words” – BoS members Chris Shipp, Jean Beadle (our cooks for the BBQ), Russel Wakefield and Paul Punturieri; TA, Walter Johnson, Scott Bartlett, Planning Board Chair, as well as landscape architect Doug Greiner and Pat Tarpey from the Lake Winnepesaukee Association. The trip to Boston’s North End, held on Tuesday May 10th was a great success. Participants learned much about the area, Italian and healthy cooking, enjoyed taste testing and finding out where the “authentic” businesses were in the area. The next trip geared to adults and seniors, is the ever popular “Cabbage Island Clambake” out of Boothbay Harbor, ME. This trip takes place on Friday July 29th. Our next special event is scheduled for Friday June 3rd – A “Knight to Remember”, which will be our Mother – Son event for this year.

We are in the process of working with additional contracted instructors to broaden our offerings of adult fitness classes. We are gearing up for summer with inquiries about and registrations for our many summer activities and programs coming in. We are in the process of finalizing our summer/seasonal staff. Donna K. will be on vacation Thursday, 5/19-5/25, returning to work on the 26th.

Important Dates to Remember

Board of Selectmen's Meeting & Public Hearing RSA 79-D, May 19, 2016, 7 PM

Board of Selectmen's Work Session, May 26, 2016, 4 PM

Staff Meeting, Tuesday – June 7, 2016, 9 AM